



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

**STATE OF DELAWARE**  
**BOARD OF HOME INSPECTORS**

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PUBLIC MEETING NOTICE:	<b>BOARD OF HOME INSPECTORS</b>
DATE AND TIME:	<b>Tuesday, May 12, 2015 at 9:00 a.m.</b>
PLACE:	<b>861 Silver Lake Boulevard, Dover, DE Cannon Building, Second-Floor Conference Room B</b>
APPROVED:	<b>June 9, 2015</b>

**MEMBERS PRESENT**

Donald E. Pyle, Sr., Professional Member, Chair  
Tim Harriger, Professional Member  
Jay "Wes" Mast, Professional Member  
Joyce Edwards, Public Member

**MEMBERS ABSENT**

Dennis Theoharis, Public Member, Vice Chair

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT**

Jennifer Singh, Deputy Attorney General  
Amanda McAtee, Administrative Specialist II

**PUBLIC PRESENT**

Josef Horst

**CALL TO ORDER**

Mr. Pyle called the meeting to order at 9:05 a.m.

**UNFINISHED BUSINESS**

**Final Denial**

None

**REVIEW AND APPROVAL OF MEETING MINUTES**

The Board reviewed the meeting minutes from the April 14, 2015 meeting. Mr. Harriger made a motion, seconded by Ms. Edwards, to approve the minutes as written. The motion carried unanimously.

**UNFINISHED BUSINESS**

Final Denials – none

Senate Bill 80 (Removal of Insurance Requirements for Licensure) Update

Senate Sunset Committee Scheduled for Wednesday, May 13, 2015 at 3:15 p.m.

Ms. McAtee stated that the Senate Sunset Committee meeting was scheduled for Wednesday, May 13, 2015. Ms. McAtee questioned if any board members could attend the meetings. Due to prior scheduled engagements, the board members were not able to attend the committee meeting. Ms. McAtee stated that it would be fine and that she would let the Division Director David Mangler know.

#### Mass Correspondence to All Licensees Regarding Home Inspector Trainees

Ms. Singh stated that inspections that were completed without trainee registration would not be accepted after the mass communication was sent out. If any cases appeared soon after the letter was sent out then the Board would discuss those on a case by case basis. The Board reviewed the proposed mass correspondence. Ms. McAtee stated that the draft would be reviewed by the operations department and would probably be edited further but the substance would remain the same. After review, Mr. Harriger made a motion, seconded by Mr. Mast, to approve the letter to be sent out to licensees. The motion carried unanimously.

#### **NEW BUSINESS**

##### Review of Applications

##### Kenneth Rodriguez, Home Inspector

The Board reviewed the licensure by examination application of Kenneth Rodriguez. After review, Mr. Pyle made a motion, seconded by Mr. West, to grant licensure by examination to Kenneth Rodriguez. The motion carried unanimously.

##### Roger Weaver, Home Inspector

The Board reviewed the licensure by endorsement application of Roger Weaver. After review, Mr. Pyle made a motion, seconded by Ms. Edwards, to grant licensure by endorsement to Roger Weaver. The motion carried unanimously.

#### **Ratification of Issued Licenses**

##### Hailey D. Harris, Trainee

Mr. Harriger made a motion, seconded by Mr. Mast, to ratify the issued license of Hailey D. Harris. The motion carried unanimously.

#### **Complaint Status**

##### 39-01-14 assigned to Administrative Hearing Unit (AHU)

Mr. Pyle stated that complaint 39-01-14 had been assigned to the Administrative Hearing Unit (AHU). Ms. McAtee stated that after the complaint was heard by a hearing officer in AHU, that the Board would receive a hearing officer recommendation that they would deliberate on during a Board meeting.

#### **Discussion of Possible Rules and Regulation Changes Pertaining to Trainees**

Ms. Singh stated that she had reviewed the Board's rule and regulations pertaining to trainees and included language to further clarify that trainee registration was required in order to receive credit for supervised inspections. After review, Mr. Pyle made a motion, seconded by Mr. Harriger, to publish the proposed changes in the Register of Regulations. The motion carried unanimously.

#### **Correspondence**

None

#### **OTHER BUSINESS BEFORE THE BOARD (for discussion only)**

None

#### **PUBLIC COMMENT**

Josef Horst stated that he was trying to find some guidance on how to obtain a supervisor for the trainee program. Ms. McAtee stated that the Division did not maintain a list of supervisors and that she always had recommended that prospective trainees network with licensed home inspectors by attending local trade meetings, such as ASHI or NAHI, in order to make professional connections and locate a supervisor. Mr. Horst stated that he was currently searching for a supervisor and that ASHI hesitated to send him training materials because he was not registered as a trainee. Ms. McAtee stated that the trainee application was on the Division's website.

**NEXT MEETING**

The next Board meeting will be at **9:00 a.m. on June 9, 2015 in Conference Room B** located on the second floor of the Cannon Building at 861 Silver Lake Boulevard, Dover, Delaware.

**ADJOURNMENT**

There being no further business to discuss, Mr. Pyle made a motion, seconded by Ms. Edwards, to adjourn the meeting at 9:41 a.m. The motion carried unanimously.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'A McAtee', with a stylized flourish at the end.

Amanda McAtee  
Administrative Specialist II

*The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.*